



Recordkeeping

of Occupational Injuries and Illnesses

1 Who Should Attend . . .

This seminar is a must for anyone concerned about health and safety on the job including:

- ▶ Managers concerned about liability and workers' compensation costs
- ▶ Employees who want to learn proper techniques for protecting their safety and health at work
- ▶ Business owners who want to learn about compliance with Michigan Occupational Safety and Health Administration (MIOSHA)

2 Why You Need This Seminar . . .

- ▶ To reduce disabling injuries and illnesses to employees - and to ensure that every worker goes home safe and healthy every day.
- ▶ To reduce the high costs of work-related injuries. Nationally, employers spent an estimated 50.8 billion on wage payments and medical care for workers hurt on the job. (*Liberty Mutual Safety Index 2005*) This is only a portion of the total costs of work-related injuries. Indirect costs such as overtime, training and lost productivity can also burden employers.
- ▶ To enhance your company's bottom line. A strong safety and health commitment not only protects workers, it also reduces workers compensation costs, improves employee morale, and increases production and quality.

3 What You'll Learn . . .

This MIOSHA program is designed to help employers ensure that their organization complies with MIOSHA recordkeeping requirements as contained in MIOSHA Administrative Rules Part 11, Recording and Reporting of Occupational Injuries and Illnesses. In addition to learning and understanding the "recordability" of work related injuries and illnesses, attendees will actively participate in a group exercise to complete the OSHA 300 log, 301 and 300A forms. Using this data, participants calculate injury and illness rates and learn how to compare these rates to other companies within their Standard Industrial Classification (SIC) or the new North American Industrial Classification System (NAICS).

Agenda

We offer a flexible program agenda to emphasize the health and safety topics you want most.

- ▶ Overview of the Recordkeeping Standard, Part 11
- ▶ How to Complete Forms 300, 300A, and 301
- ▶ Recordkeeping Case Scenarios and Exercises
- ▶ Employers are encouraged to bring copies of their company's Form 300 for review

Facilitator

Micshall Patrick is currently an Occupational Safety Consultant with the Consultation Education and Training Division of MIOSHA. She has been with the Division for 17 years and currently provides consultation and training services for Kalamazoo, Kent, and Barry counties. During Micshall's tenure with CET, she has developed various safety training programs within the agency, including recordkeeping and powered industrial truck train the trainer. Before working for the State of Michigan, Micshall was a personnel specialist with Kalamazoo County performing personnel functions and administering the county's workers' compensation program. She also chaired the County Safety Committee, which developed accident prevention programs for county employees. Micshall is a graduate of Kalamazoo College with a bachelor's degree in political science.



Micshall Patrick

*Occupational Safety Consultant,
MIOSHA, CET Division*

Program Details

DATE:	January 24, 2007	TIME:	Check-in - 8:45 a.m. Program - 9:00 a.m. to 3:00 p.m.
LOCATION:	The Employers' Association 5570 Executive Parkway SE Grand Rapids, Michigan 49512	DEADLINE:	Register by January 17, 2007 Please register early!
COST:	\$60 per person. Includes lunch and course materials.	CONTACT:	Wendy DeShone - 616-698.1167 or wdeshone@teagr.org

COSPONSOR: The Employers' Association

If this valuable seminar doesn't fit with your schedule or position, please pass this flyer on to a colleague.

How to Register

Recordkeeping of Occupational
Injuries and Illnesses

Complete information at right to register by . . .

► **Phone:** 616-698-1167
► **Fax:** 616-698-6624
► **Mail:** The Employers' Association
5570 Executive Parkway
Grand Rapids, MI 49512
Attn: Wendy DeShone

Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____
Fax: _____
Email: _____
Number Attending: _____ @ \$60 each = \$ _____

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